CHANGEPOINT TA REVIEW WORKFLOW

October 17, 2007

The TA Review Process evaluates project architecture during the design and development phases of an application or infrastructure implementation project. Reviews ensure that the proposed system or infrastructure fits into the existing State environment as well as fitting the future architectural vision. TA Reviews are completed by DTS staff with relevant architecture experience across the State. This review process provides assistance in leveraging the existing architecture, offers a statewide context for project teams, and identifies opportunities for leveraging other State resources and common services. TA reviews are conducted under the direction of the Architecture Review Board (ARB).

TA reviews are conducted based upon requests from:

- Senior Management
- Project Management Office (PMO)
- Solutions Delivery Management
- Service Delivery Management
- IT Directors
- Infrastructure and Engineering Teams
- Agency Business Management

Changepoint will also provide automatic ARB notification for project candidates that:

- require new infrastructure;
- require new application development;
- represent pilot and/or prototype projects;
- provide functionality that could potentially be reused by other agencies;
- have the potential to set standards as current or future enterprise components; and that,
- require new DTS components, services, or expertise.

Projects flagged by Changepoint are candidates for architectural reviews, but the reviews will primarily be conducted based upon recommendations from IT Directors and the ARB, and only if such a review adds value.

The Changepoint workflow process is illustrated in Figure 1, based upon the seven criteria identified previously that are present in the existing Changepoint database.
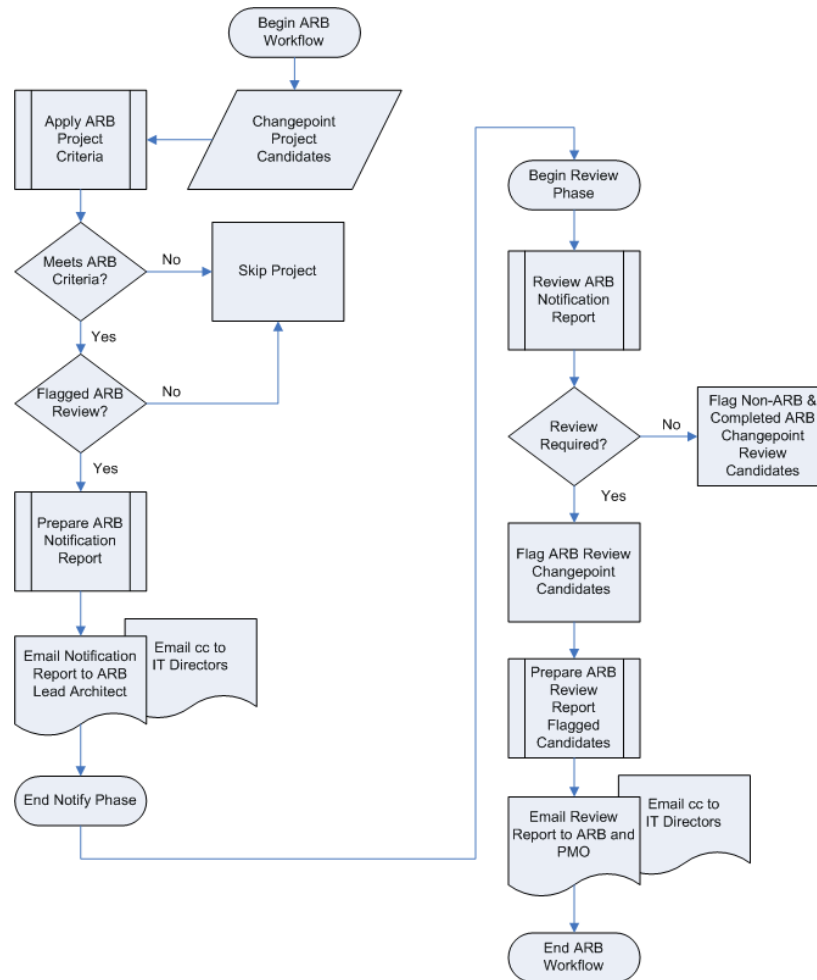

Figure 1. Changepoint ARB Notification Workflow

Projects that are still in the initial planning stages are primary candidates for review. The architecture review process, and the associated TA review document deliverable, have the following purposes in relationship to specific IT projects:

- Ensure that the project architecture is consistent with existing architectures to minimize future costs and changes.

- Ensure the application of best practices concerning architecture work on the project.

- Provide an overview of the project architecture and its compliance with existing enterprise standards.

- Identify where existing standards may require modification.

- Identify services that may be application specific within the project that might be provided as part of enterprise infrastructure.

- Document strategies for resource sharing, collaboration, and other synergies across multiple project and architecture teams.

- Identify and take advantage of advancements to technology.

- Communicate to management the technical readiness of a project.

- Provide a discussion and decision making platform for deciding between architecture alternatives in terms of what is best for the business.

- Provide documentation and a measurable deliverable to the CIO for the decision making purposes.

- Provide an engagement process with new and ongoing development and infrastructure projects that might otherwise be missed.

- Demonstrate rapid and positive support to agency business leaders concerning:

    o business alignment of IT projects;
    o relevance of architecture to business, rather than just the traditional technical architecture perspective; and,
    o highlighting the main risks for system owners as opposed to the more common technical risk analysis.

- Identify non-compliance mechanisms for:

    o areas to be addressed during realignment;
    o areas for possible consolidation and integration with existing architectures; and,
    o documentation for TA exceptions for non-compliant architectures and standards.

- Timing TA reviews with project lifecycles needs to consider:

    o project initiation;
    o initial design;
    o major design changes; and,
    o ad hoc reviews as requested.